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OFFICE OF THE CHIEF

I. MISSION

The Chief, Training Division, implements training policies of ADSO and ADPC, administers the training program, supervises the branch and staff chiefs, and maintains necessary liaison within and without CIA.

B. Serve as chief of staff for internal affairs.

C. Supervise and coordinate the activities of the staffs and branches.

The Administrative Officer, Training Division, shall:

II. FUNCTIONS

The Chief, Training Division, shall:

A. Advise ADSO and ADPC on training matters.

B. Serve as a member of the Joint Training Committee.

C. Be responsible for general administration and supervision of the training program.

D. Establish and maintain necessary liaison to accomplish the mission.

A. Supervise general administration of affairs including space, services, personnel, finance, accounts, supplies, and budget.

B. Prepare administrative reports and studies as required.

C. Provide technical guidance for administrative personnel and advise chiefs of staffs and branches on administration.

The Deputy Chief, Training Division, shall:

A. Assume duties of the Chief in his absence.

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